

## **PRE-DEPARTURE CHECKLIST – *Please go over this list as soon as possible!***

### **Preparations**

- Get/renew your passport, make sure it is signed and valid for at least six months after your planned return date.
- Email your flight itinerary and information about your local accommodation to Vicente. Make sure your parents have that too.
- Check your airline(s) for baggage restrictions.
- Familiarize yourself with a map of Lisbon, the subway/public transit lines, and your local address.
- Make a print of Google Earth that shows your local address in relation to the local public transit stops (important for arrival).

### **Documents to Copy**

- Make two copies of the items below; leave a copy with a family member or close friend, and take a copy with you
  - Passport
  - Front and back of all debit/credit cards
  - Cal Poly identification cards
  - Prescriptions (vision and medication)
  - Flight itinerary / printed tickets
  - Arrival Maps/information

### **Legalities**

- Optional: register in the STEP program through the US Department of State.
- Complete a Power of Attorney form.

### **Health**

- Get all vaccinations and/or medications required
- Get a list of active and inactive ingredients in your prescription medication(s)
- Get the generic name of your prescription medication(s).
- Have sufficient quantities of prescription medication (and contacts, if needed) to last through your time abroad.
- Make sure it is legal for you to take your prescription medication abroad.
- Visit doctor, dentist, and optometrist, etc., for a check-up.

### **Insurance**

- Contact your insurance company about purchasing additional coverage for your travel.
- Consider buying specific travel insurance through a trusted international company
- Consider additional personal property and personal liability coverage.

### **Communication**

- Gather all phone numbers, email, and mailing addresses of friends and family.
- Gather phone numbers and email addresses of your host university advisors.
- Determine whether your cell phone will work (if you plan on using it while abroad).
- Buy an international calling card and/or set up an international calling plan.
- Establish an email account that can be accessed from abroad.
- Create and test an account with a VoIP internet calling provider to make sure you can connect with whomever you will want to call or video chat

**Culture**

- Research the country and city to familiarize yourself with local culture and the general area.
- Research the local weather and climate.
- Purchase/download a guidebook to use abroad.
- Purchase/download a phrase book and brush up on some basic vocabulary.

**Money**

- Contact your bank to make sure your ATM card and PIN will work abroad; if you don't have a 4-digit PIN, ask how to use your ATM card abroad.
- Learn what international fees are charged by your bank and credit card.
- Look into theft insurance and replacement policies with your ATM and credit card companies.
- Inform your credit card company and bank that you will be out of the country.
- Look up the exchange rate.
- Put together a budget for your time abroad of estimated and fixed expenses.
- Purchase around \$200 Euros at a local bank prior or at the international airport prior to departure.

**Electricity**

- Make sure your electronic devices are dual voltage capacity. If not, you need a converter 240/220 (Portugal) to 120/110V (US).
- Purchase a plug adapter US to European standard.